



HISTORIC DISTRICT COMMISSION

37 Washington Street, Nantucket, Massachusetts 02554

Telephone: 508.228.7231 Fax: 508.325.7572

CHECKLIST FOR HDC APPLICATIONS

Owner of Record: _____

Address: _____ Map/Parcel: _____

_____ **Supplemental Information for Historic Buildings** – If applicable; required of **ALL** buildings considered contributing, and/or in cases when there is a survey form in the HDC Office. Information may include information from the Nantucket Historical Association Library.

REQUIRED OF ALL APPLICATIONS:

- _____ 1. **Completed Application Form**—Description of **ALL** work must be indicated on application form.
- _____ 2. **Property Owner's Signature**—Current owners signature required—NOT purchaser or agent.
- _____ 3. **Application Fee**—See back of application for fee schedule.
- _____ 4. **Locus Map-3 Copies**—Location Map—must include north arrow, parcel boundaries, primary and secondary streets (i.e. assessors map, bicycle shop map)
- _____ 5. **Plot Plan-3 Copies**—must include the following: lot dimensions, north arrow, all existing structures, proposed work (highlighted) with dimension to lot lines, scale, driveway, grade changes, hardscaping (driveway, grade changes, and hardscaping may need separate application).
- _____ 6. **8-1/2" x 11" Copies of ALL Application Materials**—1 additional set must include the following: application form reduced 64%, locus map, plot plan, all elevations and floor plans, window schedule, photographs, other relevant supporting material. All copies should be legible.

REQUIRED WHERE APPLICABLE:

- _____ 7. **Exterior Elevations – 3 Copies** – Must be 1/4" scale and include all affected sides of the building, cardinal points (N, S, E, W), dimensions, heights, floor and ceiling heights, elevations of finished grade, and window details. **ALL changes from approved or existing design must be clouded on drawings.**
- _____ 8. **Floor Plans – 3 Copies** – Must be 1/4" scale
- _____ 9. **As Built Plans** – 1 Copy of existing elevations
- _____ 10. **Topographic Map** – Must show existing and proposed grade for any change of more than one foot in height on grade. Retaining walls must be applied for separately.
- _____ 11. **Door and Window Schedule – 3 Copies** – Must include window type (true divided, simulated divided), number of lights, dimensions, materials, manufacturers type name and type number
- _____ 12. **Photographs** – Required of all applications for alterations to an existing structure. Photographs are also necessary to show siting and surrounding buildings. Photographs must be labeled with application address or contextual address.
- _____ 13. **Abutter Notification Materials** – Abutters list from Assessors Office, certified mail stubs, and a copy of letter are required for all applications for changes of 1000 square feet or more.
- _____ 14. **Approvals** from Planning Board, Zoning Board of Appeals, Conservation Commission etc.